



UNITED STATES COURT OF APPEALS

ELEVENTH CIRCUIT

STAFF ATTORNEYS' OFFICE

POSITION TITLE:	SUPERVISORY STAFF ATTORNEY
SALARY:	(CL31/1-CL31/61) \$89,512-\$145,464
LOCATION:	ATLANTA, GEORGIA
TYPE OF APPOINTMENT:	PERMANENT/FULL-TIME
AREA OF CONSIDERATION:	ALL SOURCES-NATIONWIDE
OPENING DATE:	8/22/2008
CLOSING DATE:	9/19/2008 (or until filled)

POSITION OVERVIEW: The Staff Attorneys' Office is a central legal staff, serving the Court at large rather than individual judges. The principal task of the office is to assist in the disposition of appeals through the preparation of legal memoranda. The types of cases the office presently handles include (1) direct criminal appeals involving sentencing guidelines and guilt/innocence issues, (2) social security and black lung appeals, (3) all pro se appeals, including collateral attacks on criminal convictions by state and federal prisoners, and civil rights suits under 42 U.S.C. § 1983, (4) employment discrimination cases, and (5) immigration cases. There are also three specialized units within the office. The Jurisdiction Unit assists the Court in the initial review of all appeals filed for the purpose of determining appellate jurisdiction. The Issue Tracking Unit serves to track and catalog relevant legal issues. The Motions Unit processes certain substantive motions, including those for in forma pauperis status, certificates of appealability for 28 U.S.C. §§ 2254 and 2255 appeals, transcripts at government expense, and motions to appoint, withdraw, and/or substitute counsel.

DUTIES AND RESPONSIBILITIES: The supervisory staff attorneys' primary responsibility is the shared supervision of approximately 50 line attorneys. The supervisory staff attorneys assist the Senior Staff Attorney and the Judicial Division Manager with the planning, training, supervision, and case management activities of the office. The day-to-day duties and responsibilities of this position include the training of line attorneys, the review of line attorneys' written work before submission to the Court, the evaluation of line attorneys' professional performance and recommendation of personnel actions, as well as other managerial duties.

REQUIRED QUALIFICATIONS: Applicants must possess a Juris Doctor from a law school accredited by the American Bar Association. Applicants also must have excellent academic credentials and superior analytical, research, and writing skills with law review or equivalent legal research experience. At least five years of specialized experience post Juris Doctor, including three years of federal court experience, is required, and applicants must possess expertise in federal appellate, civil, and criminal procedure, as well as constitutional law and the law of Georgia, Florida, and Alabama.

HOW TO APPLY: Send a cover letter, resume (including law school class rank and/or percentile if available), law school transcript, self-edited writing sample, and a list of at least three professional references to Sara Gilibert, Manager for Recruiting, Training, and Professional Development, Eleventh Circuit Court of Appeals, Staff Attorneys' Office, 56 Forsyth Street, N.W., Atlanta, Georgia 30303-2289.

APPLICATION DEADLINE: 9/19/2008 or until the position is filled

Applicants must be U.S. citizens or eligible to work in the United States.

Selected candidates will be subject to a background check as a condition of employment.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS.

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS — From 13 to 26 days per year depending on length of federal service.

PAID HOLIDAYS — 10 days per year

SICK LEAVE — 13 days per year

HEALTH INSURANCE — Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.

DENTAL/VISION INSURANCE — Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.

LIFE INSURANCE — Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).

FLEXIBLE BENEFITS — Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

LONG-TERM CARE INSURANCE — Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.

WITHIN-LEVEL SALARY INCREASES — Within each salary classification level there are 61 'steps.' Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.

TIME IN SERVICE — Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.

RETIREMENT — Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.